

Job Title: Assistant Director for PACE and Dual eligible initiatives and operations, Long-Term Services & Supports

Summary: Under supervision of the Director of MLTSS and Dual Eligible Initiatives and Operations

Distinguishing Features: An employee in this position will support the Director of MLTSS and Dual Eligible Initiatives and Operations as lead and back up for PACE and Dual Eligible contract management, data analytics, and oversight of audit and program reviews as necessary.

(State Classification MANAGED CARE ASSISTANT DIRECTOR)

Primary Roles and Responsibilities:

- Work with the Director of MLTSS and Dual Eligible Initiatives and Operations on developing audit criteria to monitor services and quality to include on sight visits, data and audit reviews for the PACE program. Update report elements to capture and trend performance. Use reports to provide analysis regarding services provided and satisfaction of services. Facilitate calls with program leads and track action items to resolution. Research and present ideas and information regarding what program changes are being discussed and are forthcoming within other states and on the federal level for consideration. Assist in drafting responses to inquiries and requests specific to TN experience and current status.
- Work with the Director of MLTSS and Dual Eligible Initiatives and Operations on collecting and analyzing reporting data associated with the MIPPA, FIDE, and D-SNP, programs. To include but not limited to reviewing the data, tracking progress, and documenting contract or program changes as needed. Assist with the contractual or ad hoc audit development and oversight while working to create and develop additional audits and oversight. This person would also assist researching other successful activities regarding DSNP and FIDE programs in other states and vetting through how it can translate in the TN market.
- Assist in drafting responses to inquiries and requests specific to TN experience and current status of current programs and contracts
- Assist with contract recommendations and implementations associated with current and future expectations
- Assist with additional program monitoring, process development, and activities as necessary
- Draft, review, and update policy and procedure documents for program changes

Minimum Qualifications:

Education and Experience:

- Graduation from an accredited college or university with a bachelor's degree
- Experience equivalent to three years of program or contract management
- Excellent verbal and written communication skills

Special Requirements:

- Experience working in healthcare related fields
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines.

- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment and make appropriate recommendations
- Ability to analyze and summarize report and audit data

Qualified candidates should send their resume to jamie.o'neal@tn.gov